G. R. S. IX-5]

Previous references.

1915-16

(SDA)

Later references.

SDA 147-15, 15 Nov 1916
" 5 Dec 16 "

Preserve
By 14/7/41

File No. 147-15

Serial Nos. 102

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 102

Part B for June 1916.

SUBJECT.

Insertion of hours of departure and arrival in D.A. Bills -

Sl 1. " Order:-

Directs that in all cases the hours at which journeys begin or end should be entered in the t.a. bill and that in the t.a. bill forms of Gazetted Officers in the civil dept be suitably modified so as to require such information being furnished -

Sl 2. " Issues &c, vide list No 32 dt 26-7-1916.

W D 88—GPB—50,000—24-7-16

M. Parthasarathi recd

GENERAL AND REVENUE SECRETARIAT.

(S.I.A)

NOTES.

167-15.

File No. 38200

FILE HEADING.

Insertion of hours of departure & arrival in T. A bills.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

P.T.O

NOTES—First Sheet.

GPB—20,000—8-8-14

General and Revenue Secretariat.

S I A File No. 147 of 1915.

Serial No.

Insertion of hours of departure and arrival in Gazetted Officers' T A bill

Asstt Secy notes in S I A file 35-14-351A-602:-

1. "It is to be mentioned in this Connection that the disallowance of daily allowance for 2 days by the Audit Office under Art 534 is due to want of information regarding the actual hours of beginning & ending of journeys and the Consequent unfavorable inference drawn by that Office. It would be more Convenient if the hours of beginning & ending of journeys are also directed to be entered in T A bills of Gazetted Officers on all occasions as in Some Cass in the Case of establt T A bills - So that Such difficulties may not recur in future"

B

NOTE—Contn. sheet.

GPB—20,000—30-6-15

Dd S.S. 1.9.15

Y m 490 of 1915 13

R. S. 12]

General and Revenue Secretariat. | S/A File No. 147 of 1915.

Serial No.

Financial Secretary :-

2. B. "May be Considered Separate"

Jd. J.S.C.

3 Reference is invited to Paras 14 and 15 of the Note, where the Office explains how the introduction of this Change will place matters beyond doubt in passing the DA bills in Audit

4 A Copy of the establishment DA bill form and a Copy of Office DA bill form are put up. Column 4 of the heading in the establishment bill form contains shows the necessity for the insertion of hours of journey

PW 29.10.15 are hours of journey found in 1) British Indian form & 2) form in use in P.W.D.?

1.11.15

Sub 6 Bills in British Indian form (Page 354, C.A.C. Pt I) and DPW form 6

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

584

R. S. 12]

7m 490 NS

General and Revenue Secretariat. | S R A File No. 147 of 1915.

Serial No.

the hours of are required to be noted.

PRW 1.11.15 Following the C. A.C. we may require hours of journey to be Entered in the first column of the bill. As the ~~is~~ the bill form is given in the M.S.R. This involves ~~a correction~~ an addition to the M.S.R

(Secy) 2.11.15

584

I think the suggestion may be adopted.

(9) The misprint in the heading of col 4 of statement. bill form may also be rectified. The word 'hours' require transposition.

(1st Member) 2/11/15

Approved.

9/1/16

(Gl Secy) 10. The Desirability of this should be regarded as Scheduled matter as involves a slight alteration in the M.S.R. is involved

(Secy) 11. This is a Schedule matter. Orders be issued accordingly.

(Dewan) 12. All right.

11.1.16

Dewan 9/2

26/2/16

4161 9.2.16

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

Fw 49 pgs

G. R. S. 12]

General and Revenue Secretariat. | S&A File No. 147 of 1915.

Serial No.

Fy
28/2/16

Council Secn)

13 The Compilation appendix may be approved

(Circulation Complete)

P.W.D.

1/3

14 Draft Subn note put up

PWD
4.3.16 15 Put up this draft ks 13/3.

16 Fdy draft put up

PWD
14.3.16 Secy) ks 14/3

16 Ms Fwi

Under what clause of the schedule does a matter like this require submission to H&A?

M
16/3

~~Withdrawn~~ 138 ~~Retain~~ This is treated as Scheduled matter as it involves an alteration in the M. S. R. The tabulated form is found in P 268 of the M. S. R.

P(Secy)

ks
16/3

R. Where is it laid down that all alterations to M. S. R. are schedule matters?

Fdy
20/3

(d.c.)

432

P.W.D.

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | S+A File No. 147 of 1915.

Serial No.

Subd

2p Such cases are brought under clause (viii) "Changes of System". Vide facing sheet of Council case.

24/3/16 (Desai) 22/3

2q. I have initialled the draft submission note but I think that this is hardly important enough to be submitted to H.H.

27/3

Dewan)

2r The suggestions may be adopted. Please show to persons to be invited and send thereafter circ

16.5.16

2s Member) 23. I agree to the H. Deputy suggestion.

18.5.16

1st Member) 24. Thank you Sir.

25 Put up draft and letter at the slip)

22/5

26 2 drafts subd.

24/5/16. (Desai) 29/5

Approved. Vide Lr no 329 dt 7/6/16 i.6.16

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

No
The Comptroller
" Heads of Def Us
" D. Cs. of Divs
No. Fd 6352-401 dt 17-6-16.
Directs the insertion of the hours
of Departure & arrival in the
T.a. bills of Sarpeshas &c &c

NOTE—Contn. sheet.

GPB—20,000—30-6-15

Finl. 107] TRAVELLING ALLOWANCE BILL.

Travelling allowance of Mr.....

Office.....

District of Headquarter..... Month of

Head of Service chargeable.

Date of journey	Route and when necessary hours: From	To	Purpose of journey	Distance or actual fare by rail	Distance travelled by road entitling to: Mileage	Daily allowance	Days halted	Actual charges by sea, etc.	Remarks

Date of journey	Route From	To	Purpose of journey	Distance or actual fare by rail	Distance travelled by road entitling to Mileage	Daily allowance	Days halted	Actual charges by sea, etc.	Remarks

1. I do hereby certify that I have taken pains to ascertain the length of the abovementioned marches, and have shown them accurately to the best of my knowledge and belief.

2. I also certify that I was absent from headquarters for more than 24 hours on the..... the dates for which two days' daily allowance has been claimed.

3. I also certify that I maintained camp equipage during the period for which full daily halting allowance is claimed

N.B.—This certificate should not be retained if the officer has not maintained camp equipage at his own expense and for his personal use.

4. I also certify that I travelled on this railway journey by the 1st class.

5. I also certify that sanction of..... has been obtained for taking..... by railway from..... to .....

	Rs.	a.	p.	Rs.	a.	p.
I. Mileage by road—						
(a) For.....miles at.....per mile with camp.						
(b) For.....miles at .....per mile without camp.						
Total ...						
II. Journey by rail—						
(a) Mileage for.....miles at.....per mile with camp						
(b) Single (or double) First / Second Class fare						
Total ...						
III. Daily allowance—						
(a) For.....halts at Rs..... per day.						
(b) For.....marches at Rs..... per day.						
Total ...						
V. Charges for conveying tents, horses, etc, ...						

Signature of Officer who travelled

Office

Stamp when claim exceeds Rs. 20.

Allotment, 191

Expenditure including this Bill

Balance ...

Date

Countersigned for Rs

Rupees.

Rupees.....

Date...

Controlling Officer.

Pay Rupees.....

Treasury Officer,

District.

GPB—5,000 -3-10-14

9. The form of the Court certificate to be furnished under Art.597 should be that prescribed in Comptroller's Circular No. 1985—65, dated 2nd September 1901.

10. In column 6 of the bill, the nature of the particular Government duty must be stated specifically, when the purpose is Revenue work whether it was Jamabandi or any other duty should be distinctly noted.

11. No more than one bill for the same establishment and for the same month should be prepared and submitted for audit. If for any reason a supplemental claim has to be preferred, the bill should be headed " supplemental " and a certificate should be recorded on it, to say that the allowance was not included in the original bill. It should also be explained why the claim was omitted in the original bill.

12. A duplicate of a last audited bill should bear distinctly on its face the word " duplicate " written in red ink and should be accompanied by a certificate obtained from the District Treasury Officer and also by a guarantee to refund in the following form given by the officer who signed the original bill.

" I do hereby guarantee to make good to Government the amount of the bill amounting to Rs._____on account of_____ due to_____in case a double payment is made in consequence of the loss of the original passed bill and a duplicate thereof being passed at my request."

Finl. 107A]

TRAVELLING ALLOWANCE BILL.

of the establishment of

for the month

of 191

Headquarters

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS.

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Hours of journey should be mentioned only when for an absence from headquarters of not more than two consecutive days, daily allowance is claimed for two days.

3. Number of miles travelled should be entered in all cases of journeys by road.

4. The daily allowance of an officer acting in an appointment should be calculated on the pay or salary. (In the column " pay " the full sanctioned pay of an appointment officiated in should be shown, but in the column " Designation " the word " Acting " should be entered against officers who are officiating in appointments.)

5. Permanent travelling conveyance and horse allowance should be drawn along with the pay of the officer and not on travelling allowance bills.

6. Fractions of a mile in the total for each person should not be charged for.

7. When the first item of travelling allowance to any officer is halt, the date of commencement of that halt should be stated in the " Remarks " column.

8. When mileage is claimed for journeys by road which could be performed wholly or partly by railway, such claims should be accompanied by an explanation that the road journeys were performed in the interest of Public Service and for purposes of inspection, *vide* Comptroller's Circular No. 1984-5. dated 30th August 1909.

P. R. 5181—GPB—20,000—28-7-15

Finl. 107A] TRAVELLING ALLOWANCE BILL OF THE ESTABLISHMENT OF

Name	Designation	Actual pay of the appointment	Dates (and when hours necessary), of journeys and halts		Route		Purpose of journey
			From	To	From	To	
1	2	3	4		5		6
							Total { in figures / in words

Certified (1) that I have satisfied myself that the amounts drawn on former bills have been disbursed to the officers therein named and their receipts taken in the Acquittance Roll (with receipt stamps affixed when necessary).

* (2) also that the allowances claimed in this bill for non-gazetted ministerial or menial officers for journeys by road do not exceed their actual travelling expenses and that under my orders and to my knowledge they / he travelled by †_____(Art. 590 (ii), M. S. R.).

* Clause 2 should be scored out with a pen when no mileage is claimed under Article 590 (ii) M. S. R. and clause 3 when there is no claim under Article 583.

† ere state the conveyance used.

.....

....., ...191

Headquarters_____

FOR THE MONTH OF 191

Kind of journey, *i.e.*, by road or rail, mail or ordinary	Number of miles	Allowances claimed							Total of each line	Remarks
		Mileage by road		Daily allowance			Railway fare			
		Rate	Amount	Number of days	Rate	Amount	Class, single or double	Amount		
7	8	9		10			11		12	13

* (3) also that it was necessary for the officers for whom halting allowance at headquarters is claimed to keep up the whole or part of their camp equipage during such halt and that the expense incurred on this account was not less than the halting allowance claimed (Article 583, M. S. R.).

(4) also that I have taken pains to ascertain the length of the marches mentioned in the bill and have shown them accurately to the best of my knowledge.

Designation.

P.W. 36]

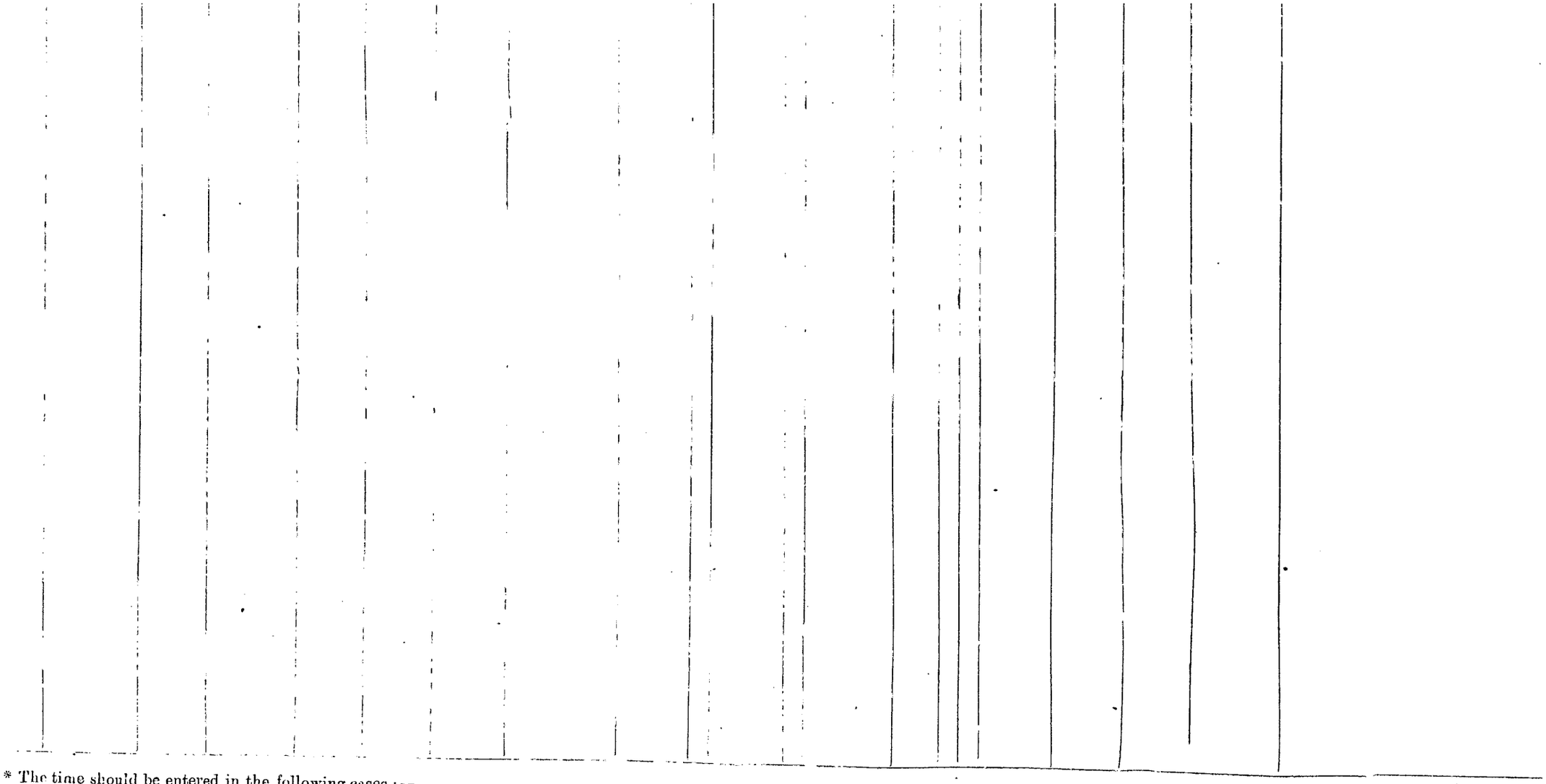
MYSORE PUBLIC WORKS DEPARTMENT.

.....Division.

Headquarters.....

Journal of the Occupation and Duties of.....for the month of.....191 .

Date	Places visited				Miles travelled each day	Number of days halted at each place other than headquarters	Charges					Days at			Date of last visit	Object of each journey, the duties performed, and results or inspection made on each day. † [*Note.*—To be entered in the briefest possible shape.]
	From		To				Each day's journey by road, etc.	By rail								
								Train		Trolly						
	Station	Hour of departure	Station	Hour of arrival *			Miles at	Single class fare	Double class fare	Miles at annas	Cost of haulage, if any £	Rs.	Rs.	Rs. per mensem		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17



* The time should be entered in the following cases :—

(1) Whenever journey is made by railway.

(2) When any officer charges for daily allowance for two consecutive days, *vide* Article 18, Mysore Service Regulations.

† Chief and Superintending Engineers are not required to fill up this column.

I certify that I maintained camp equipage during the period for which full daily halting allowance is claimed in this bill.

I also certify that I travelled on this journey by the 1st class.

ABSTRACT OF FOREGOING.

.....miles at.....annas

Single..... .....class railway fare

Double.....class railway fare

.....miles by trolly, at.....annas

Haulage by trolly

.....days at Rs.....

Examined and approved.

Superintending Engineer.

Dated

Examined and approved.

Executive Engineer.

Dated

Engineer.

Dated

NOTES.

1. Claims for travelling allowances and the journals in support of them, should be submitted within the month after that to which the claim relates.

2. An Overseer or that subordinate who habitually, and without due cause assigned, omits to despatch his journal in support of claim for travelling allowance within the first five days of the month succeeding that for which the claim is made, should be reported to the Superintending Engineer.

3. Superintending Engineers should carefully scrutinize the journals of their executive officers and subordinates, and disallow all claims to travelling allowance not fairly earned. From the knowledge they possess of the circle under their charge, and of the works in progress in the several divisions, Superintending Engineers are alone fully competent to judge of the necessity or otherwise of each halt of the distances charged, and of the necessity for the allowance, etc., and the Government look to them as primary auditors of the travelling allowance bills of their subordinate officers, not to permit the provisions of the Mysore Service Regulations to be taken undue advantage of.

P. W. Serial 36]

MYSORE PUBLIC WORKS DEPT.

DIVISION.

Journal of the Occupation and Duties of

for the month of.....191 .

GPB—4,768—22-6-14

No. Fl. 6352-401—S. & A. 147-15-1, dated 17th June 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. Fl. 6352-401— S. & A. 147-15-1, dated 17th June 1916.

The printed form of travelling allowance bills of Gazetted Officers in the Civil Department does not provide for the entry therein of the hours at which journeys begin or end. As this information is sometimes required for audit purposes, unnecessary correspondence is at present caused by the audit office returning the bills for the information being furnished. The corresponding form in British India and the forms in use here for the office establishment and for Gazetted Officers in the Public Works Department provide for the insertion of the hours at which journeys begin and end. The Government are accordingly pleased to direct that in all cases the hours at which journeys begin or end should be entered in the travelling allowance bill and that the headings in the travelling allowance bill forms of Gazetted Officers in the Civil Department be suitably modified so as to require such information being furnished.

2. The necessary addendum to the Mysore Service Regulation will issue in the ordinary course.

J. S. CHAKRAVARTI,
Financial Secretary to Government.

To—The Comptroller, Mysore Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. Fl. 6352-401—S. & A. 147-15-1, dated 17th June 1916.

Travelling Allowance Bills.

Directs the insertion of the hours of departure and arrival in the — of Gazetted Officers.

W D 3242—GPB—27-6-16—400

G.R.S. 28] 1/6 rupees 2 9 6

File No. 147/13
Serial No.

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.
( )

, *the* 190

Date of issue 17 June/16

Signed by W Sheba Rao

ORDER ~~THEREON~~.—No. R 6352-401 dt. 17 June/16

The printed form of t.a bills of gazetted officers in the Civil Department does not provide for the entry therein of the hours at which journeys begin or end. As this information is sometimes required for ~~over~~ audit

SUBJECT

MGCPB—20,000—24-2-05

audit purposes, unnecessary correspondence is at present caused by the audit office returning the bills for the information being furnished. The corresponding form in British India and the forms in use here for the office establishment and for gazetted officers in the P. W. D provide for the insertion of the hours at which journeys begin and end. The Govt are accordingly pleased to direct that in all cases the hours at which journeys begin or end should be entered in the T.A. bill & that the headings in the T. A bill forms of Gazetted officers in the civil Deptt be suitably modified so as to require such information being furnished.

2. The necessary addendum to the M. S. R. will issue in the ordinary course.

W 2/16

Sec 7.

To The Comptroller 27/1/16
The other Heads of Depts
The Dy. Commrs &c.

Submd
May this be permitted?
Yes
2/16/16

W 2/16

2/5/16.

G.R.S. 26]

2 copies

File No. 147-15

Serial No,

*Diary No. of letter replied to*_____

No.

General and Revenue Secretariat

(SRA)

, *the* 19 .

Date of issue_____

Signed by_____

To

A and b.

to the M.S.R.

Form No 9. Page 268

In the first col: date of journey in this form, insert "and hours" between "date" and "of".

(Instruction no. 32 of 24.5.16.)

for: Secretary

22/5

24/5/16.

over.

SUBJECT.